

**Community Preservation Committee
Meeting Minutes
February 1, 2016**

In attendance were:

Andrew Bengtson
Mike Cayer*
David Levy
Leslie Mayer
JoAnn Robinson
Clarissa Rowe
Charles Tirone
Eric Helmuth
Richard Murray

Also in attendance:

Eve Margolis

*Denotes those not in attendance

- **Meeting Minutes** – January 4th meeting minutes were approved. The Public Meeting minutes from January 20th need to be finalized. Will identify the committee members that were present and will add the ACMi presentation link.
- **Conflict of Interest Memo** – There is a conflict of interest when there is a financial interest. Committee members will still make it practice to notify other members of the committee if individuals are on other committees that have an interest, although this does not create a conflict of interest.
- **Community Preservation Budget Update** – Governor Baker added \$10M to the state match. The Arlington Deputy Treasurer will send monthly updates on CPA money collected. Abatements will kick in during the 3rd quarter.
- **Administrative Expenses for CPC** – Discussed staffing strategies for the upcoming fiscal year and what the job description and duties would look like. Will review other towns/cities job descriptions to see what they have done. The committee discussed the project manager role in different projects. Oversight would be part of the application and how would the admin be involved.
- **Community Preservation Plan Status** – Waiting for more feedback from committees.
- **Applications** – The plan is to review all applications by February 29th so Clarissa can talk to the Coalition and confirm the projects are valid. May schedule presentations to the committee for March 28th. Discussion on how to score the project applications. Eric Helmuth will look into how other municipalities have done this. Charles Tirone provided some information as well. The committee discussed whether or not the funds would be split evenly between the different

categories or whether they would be put towards the most pressing projects submitted that year. No decision has been made and the committee will wait to review all applications before making a decision. Suggestion to work with Vision2020 on the next survey to get questions out about CPA projects. Also the committee may want to visit sites for projects that come in for FY17.

- **Warrant Articles for Town Meeting** – The warrant article have been submitted. Will need to list all the projects for Town Meeting. Discussion of who recommends the vote. Clarissa Rowe to check with Doug Heim to confirm it is the Community Preservation Committee.
- **Meeting Schedule** – Next meeting is February 22nd, the day the applications are due. Then March 14th, March 28th, April 11th, and April 25th.